

Job Readiness Rubric for Construction Sector Opportunities

PURPOSE: This Resource is intended to summarize the most essential job readiness standards identified by DC area employers for entry-level candidates for full-time jobs and apprenticeships, and identify potential sources of evidence that candidates should have available to demonstrate their job readiness to prospective employers. Note this resource does not include occupation-specific technical skills a candidate may need to qualify for specific roles. Questions or feedback can be directed to tborachi@federalcitycouncil.org

BASIC JOB READINESS STANDARD	EXAMPLES OF EVIDENCE
<p>Evidence can be provided via the candidates resume, elevator pitch, interview answers, references from previous internship/employment. Ed training providers can use their personal experience with the candidate to vouch for their readiness. These examples are not a checklist or required, these are merely examples of the ways that candidates can prove their readiness.</p>	
<p>Motivated to get the job done and satisfied by creating tangible, long lasting work products.</p>	<ul style="list-style-type: none"> • Resume includes skills, experience, achievements, and/or education that is clearly aligned and relevant to the job of interest • Candidate highlights this standard by discussing a project or certification they completed or how they navigated through a difficult academic or work experience to get the needed result. • Completion of a long-term academic or work experience (ex. internship, job, CTE coursework)
<p>Self-Starter Problem Solving Approach</p>	<ul style="list-style-type: none"> • Candidate is able to share experience of times when they have taken initiative, solved problems, using a quick overview of skills, achievements, and background as evidence • Candidate can demonstrate proof of this standard through their resume skills and experience sections which they must be able to connect to their interview answers. <ul style="list-style-type: none"> ○ Example skills: Motivated, confident, ambitious, resilient • Candidate can explain a project or endeavor that they were able to use their skills to initiate. <ul style="list-style-type: none"> ○ Ex. Candidate scheduled an internship interview on their own and attended the interview without reminder or further follow up.
<p>Interest in learning about construction and developing a skilled trade.</p>	<ul style="list-style-type: none"> • Candidate is genuinely interested in the role to which they are applying, and in the occupational field • If hired for the role, the candidate intends to commit to it. • Candidate has a history of being responsive in communication to potential employer (within 48 hours or less) • Candidate asks meaningful questions during the interview prep process • Candidate has taken CTE coursework, workforce training or other programming to gain knowledge and experience in construction. (Not required) • Candidate has stated their intention to work in construction long-term and understands what their life in the field will be like. Day in the life profile--Plumbing Apprentice
<p>Dependability and Reliability Ability to Work Flexible Hours</p>	<ul style="list-style-type: none"> • Candidate has a reliable history of reporting to work/school on time and consistently. • Candidate is available for work during the proposed days and times identified for the given role and understands their transportation needs <ul style="list-style-type: none"> ○ Ex. Knows they will work early mornings, (6am-3pm schedule), overtime is often required (weekends) • Candidate showed up on time and with excellent attendance for their internship or work opportunity. <ul style="list-style-type: none"> ○ Ed and training provider or employer can be called to verify. • Candidate can provide a reference for previous work experience. • Candidate understands what their life will be like in this field (insert day in the life) and has walked through their plan to get to work and take care of personal responsibilities.

<p>Like Working With Your Hands.</p> <p>Focus on safety and ability to recognize hazards.</p> <p>Ability to work as part of a team and follow directions</p>	<p>Candidate have a history or knowledge of:</p> <ul style="list-style-type: none"> ● Experience with small DIY projects (most relevant for Electrical) <ul style="list-style-type: none"> ○ ex. working with cars, small mechanical projects, etc. ● General knowledge of the construction process and/or how buildings are constructed. ● Team-oriented experience, whether it's with school projects, sports, or internships ● Candidate has taken CTE coursework, workforce training or other programming to gain knowledge and experience in construction. ● Candidate can speak to working in a group setting successfully. ● Candidate knows which construction subfield they want to enter and which job they want.
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ENHANCED JOB READINESS STANDARD	OVERVIEW	EXAMPLES OF EVIDENCE
<p>These are enhanced standards which are more technical. These are not required but would be viewed favorably by employers. Candidates with these skills should highlight them.</p>		
Safety Training	<ul style="list-style-type: none"> ● Formal safety training, including OSHA certifications 	OSHA 10 Ladder Safety
Experience Working in a Trade	<ul style="list-style-type: none"> ● Work experience in construction or a related field, including home building/renovation or working for a commercial contractor. 	CAMT (Pending) 608 HVAC Universal
Industry specific certifications	<ul style="list-style-type: none"> ● Equipment certifications, including heavy equipment, aerial lifts, rigging or similar. ● LEED Certification ● AA/BS(Field Engineer Only) 	HVAC Apprentice License Plumbing Apprentice License Electrical Apprentice License AA/BA (Field Engineer Only)

FIELD ENGINEER JOB READINESS STANDARDS		
FIELD ENGINEER READINESS STANDARD	OVERVIEW	EXAMPLES OF EVIDENCE
Interest in Construction Industry	<ul style="list-style-type: none"> ● Experience with construction projects 	
Safety Training	<ul style="list-style-type: none"> ● OSHA 30 ● CPR/First Aid Certified 	
Education/Certification	<ul style="list-style-type: none"> ● Associates Degree + 1-2 years of experience or Bachelors Degree <ul style="list-style-type: none"> ○ BS or AA in Civil, Mechanical, Environmental, Construction Engineering or related field from an accredited university in the United States. 	
Professional Resume	<ul style="list-style-type: none"> ● Resume includes skills, experience, achievements, and/or education that is clearly aligned and relevant to the job of interest ● Resume contains only one type of font, has bullet points to outline skills, and includes no spelling or grammar mistakes 	<ul style="list-style-type: none"> ● Candidate resume ● The Construction Sector Job Readiness Assessment Protocol provides more detailed guidance for how Education & Training providers can assess resume readiness

Elevator Pitch	<ul style="list-style-type: none">• Candidate is able to share why they are the best fit for the position, using a quick overview of skills, achievements, and background as evidence	<ul style="list-style-type: none">• Elevator pitch lasts no more than 3 minutes• Elevator pitch effectively showcases candidate personality
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